

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING DECEMBER 14, 2020 6:15PM VIA ZOOM

Members Present: Jeanne Campion, Chris Moore, Rebekah Rhode, Carrie Heimann, Brian Paragi, Kristen Streeter

Not Present: Kevin Kelsey; **Also present:** John Howard, Kate Smith, Maura Stutzman

Chris Moore opened the meeting with the following statement:

“For the record, the Mahomet Public Library District is able to conduct this electronic meeting because of Governor Pritzker’s Executive Orders #2020-07 (March 16th, 2020) and #2020-08 (April 1st, 2020). These orders suspend the Open Meetings Act provision relating to in-person attendance by members of a public body. Specifically, they suspend the requirement that members of a public body must be physically present and they also suspend the limitations on when remote participation is allowed.

- An in-person meeting is not prudent due to the COVID 19 disaster.
- All members and guests must be able to hear all discussion to satisfy the Open Meeting portions.
- One member is physically present at the library (Mr. John Howard).
- All votes will be roll call.
- This meeting will be recorded.
- A quorum is still required.
- Trustees will refrain from using the chat feature in order to comply fully with the Open Meetings Act.”

Approval of the Minutes for November 9, 2020

Brian Paragi moved to approve the minutes from November 9, 2020. Rebekah Rhode seconded. Roll call vote; all trustees voted in favor of the motion.

Approval of the Minutes for Special Meeting held November 23, 2020

Chris Moore pointed out a typo in the minutes.

Carrie Heimann moved to approve the minutes from November 23, 2020. Brian Paragi seconded. Roll call vote; all trustees voted in favor of the motion.

Treasurer's Report

Jeanne Campion moved to approve the financial report for November 2020. Brian Paragi seconded. Roll call vote; all trustees voted in favor of the motion.

Jeanne moved to approve the check register for November 2020. Brian seconded. Roll call vote; all trustees voted in favor of the motion.

Rebekah Rhode asked about the payment to Beck’s Country Shoppe. John Howard reminded the board about the grant received in FY 2018-19 to reupholster the children’s furniture and said that this was the final payment.

Rebekah also asked about payments to the 1st National Bank of Omaha and John responded that those were credit card payments.

Director's Report

John Howard submitted the director’s report before the meeting.

Jeanne Campion commented that she loved the idea of checking out board games and asked how it was going so far. John told the board that they are hard to catalog and it’s taking some time, but there should be enough ready for checkout by the end of the week.

Rebekah Rhode commented that it was so encouraging that book numbers (checkout statistics) are so high and gave thanks to the staff for staying open.

Rebekah asked about the next steps for offsite storage. John told the board that the library took possession of the leased room that day. He added that library staff had questions about the lease and John ran it by Rebekah, who also had questions, so he had the library’s attorney review it. The attorney made suggested changes, most of which the landlord accepted.

He then told the board that a committee of three staff members, led by Circulation Manager Tammy Caputo, is working on a process for everything that needs to be done once an item is identified as one to be moved. John and Maura Stutzman are working on a process for identifying materials that need to be moved and John is also gathering volunteers to assemble the shelves.

Brian Paragi asked for clarification about the payment for Two Men and a Truck and if they are donating the extra time for the move. John confirmed that they are donating the time, noting that the retail cost would have been \$4,600, but the movers are willing to accept the \$2,000 being donated by the Friends of the Library as payment in full.

Rebekah asked if the library will advertise Two Men and a Truck’s help. John said the problem is that he wants to be careful to not send

everyone to them for the same deal. Jeanne commented that the library can still let people know they helped with the move.

Chris Moore commented that he likes the idea of recognizing a staff member of the year and asked John to send him the name so he can send a letter on behalf of the board.

Chris asked for more detail on the community garden. John said the plans are very preliminary and that he has tasked Maura with researching what other libraries have done. He asked her to summarize what she has learned for the board.

Maura reported that libraries fall into different camps, depending on the purpose of the garden. They might have programs on how to garden or programs with master gardeners, educate patrons on plants that grow well here, check out plots for people to use as a garden, donate the food to the local food bank, etc.

Chris asked if the library was looking to partner with other community entities and John said he would love to do that. He said his first thoughts were to reach out to the local Extension and master gardeners, but he is interested in other ideas. Jeanne suggested the FFA at the high school.

Rebekah reminded John and Maura to be sure to put the garden in a location that allows space for other programs and events.

Carrie Heimann commented that she thought the story walk is an awesome idea, because it gets kids outside and is very creative.

Brian Paragi said he wanted to chime in on the garden, board games, and laptop checkouts, saying that it can be a challenge when you try many things at once, but that it is good to give things a shot and hopefully something will stick.

Chris asked how the staff is doing with the Covid procedures. John responded things are good so far and that he feels good about the schedule and duty breakdown planned if the library does have to go to lockers and curbside only.

Audience Comments – no comments

Committee Reports – no reports

New Business

A. Per Capita Grant Requirements – Discussion of Reading Assignment from Serving our Public 4.0, Chapters 9-13

Chris Moore reminded board members that they are to review the entire *Serving Our Public 4.0* document as part of the Per Capita grant application process. He asked for comments from trustees based on what they read in chapters 9-13.

Public Services and Readers' Advisory Service

Jeanne Campion pointed out the "training with technology" item and asked if the library had kept up with training. John Howard responded that the library can always do more, but that he thought some of the specifics listed there seem like a bit much to expect from a public library.

Brian Paragi asked about the statement, "the library has at least one current reference resource for each subject area." John said that an inventory was done just before he came to the library and the subjects are pretty well covered except for some areas best covered online anyway. Rebekah Rhode asked if reference sections are being phased out and John said they have very little use, but this is a good reminder to keep working on it. Maura Stutzman pointed out that reference items used to be on a shelf to use in the library, but now the materials are interspersed in the nonfiction collection for checkout.

Programming

Jeanne Campion commented that she is thrilled the library has done so much more with adult programming, now that Sherry Waldrep is taking on that role so Maura doesn't have to do it all.

Youth and Adult Services

Chris Moore pointed out the recommendation that there be policies for youth services and asked if the library had such policies. John responded that the library doesn't have a specific youth services policy, but that there are policies addressing serving youth under other topics, such as Computer Services.

Carrie Heimann pointed out the recommendation to partner with young adults in the community and create teen advisory groups and asked if the library has anything that speaks to that. Maura said that the library does not have this and it's always something she wants to look at. She pointed out that the schools have amazing libraries and that many teens serve there.

John commented that programming for teens is a challenge because so many teens in Mahomet are so actively involved in school and activities.

Technology

Chris pointed out that as the board starts to get ready for the next strategic plan, they should be sure to fence off a section for

technology.

John observed that changes in library technology have slowed in recent years.

John pointed out that the internet use policy is to be reviewed annually, along with other policies mentioned in the Serving Our Public manual and said that the policy committee should meet more regularly to review these.

Marketing, Promotion, and Collaboration

Chris encouraged trustees to be thinking about what their role could be in promoting the library.

B. Update on April 2021 Board of Trustees Election

John Howard reminded the board that petitions need to be turned in to the library by December 21. He told the board that one other packet was picked up, but he has not received it back yet.

Strategic Plan Update—No Update

Board Advocacy – Discussion of National Library Week April 4-10, 2021

John Howard told the board he thought the library could make better use of National Library Week and he wanted to get it on the board's radar screen. He said he may ask board members to give video testimonials and he also wants to work with Kevin Kelsey to do something for fundraising on the Thursday of that week, which is Support Your Library Day.

Trustee Comments

Carrie Heimann expressed appreciation for the staff and John Howard for all they are doing to keep the library going. Kristin Streeter agreed.

Jeanne Campion commented that she hoped John enjoyed his upcoming time off, because it is well earned.

Rebekah Rhode commented that even when reading the board minutes, she can see what a lot of great ideas the library has percolating.

Chris Moore asked John to pass onto the staff the board's wishes for a happy and safe holiday and he echoed what others had said.

Adjournment

Jeanne Campion moved to adjourn the meeting. Brian Paragi seconded; the motion passed. The meeting adjourned at 6:59pm.

Respectfully Submitted by Kate Smith, Business Manager